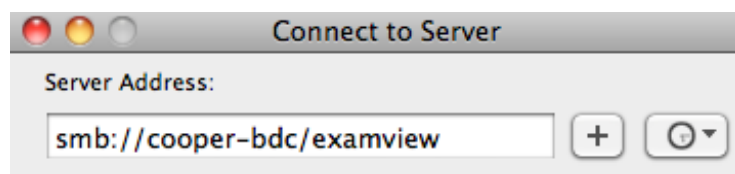


ExamView via a school network share (Mac)

These directions cover the basics of posting a test to a network share, allowing for paperless assessments. Teachers should already know how to create tests with ExamView and have the software installed on a teacher computer. If not, see the manual for directions or contact Barry Rico or Nancy Miller for training.

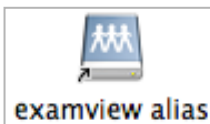
Setup for teacher computers



Mount the ExamView share on your computer by pulling down to “Connect to Server” under the GO menu.

- Type in the letters smb followed by a colon and the name of the school’s examview server share (below.)


- Click connect. Log in to the server with your district username and password or use a generic PC login from your school, such as one used in the library. Those on the VUSD domain will need to enter VUSD\ in front of their login name.
- The share should mount on the desktop. Control-click on its icon and choose “Make Alias.” Drag that alias to the “Tests” folder in the ExamView folder.



School Network Shares

smb://alamo-bdc/examview
smb://balley-bdc/examview
smb://callison-bdc/examview
smb://cooper-bdc/examview
smb://fairmont-bdc/examview
smb://hemlock-bdc/examview
smb://markham-bdc/examview
smb://orchard-bdc/examview
smb://padan-bdc/examview
smb://vpenna-bdc/examview
smb://bchsadmin1/examview

Publishing a Test to the LAN

1. **Launch Test Generator** and set the default network location for LAN tests by pulling down to Edit > Preferences. Select the alias placed in the Tests folder (see above) and click CHOOSE. Click Save as Default.
2. **Create a Test** using Test Generator. Save the test to your “Tests” folder on your local hard drive.
3. **Publish the Test to the server:** Pull down to File > Publish-to > ExamView Test Player on LAN. Decide if the test scores will be saved (access to assigned students only through the test manager) or scored but unsaved (access to anyone; ideal for review and practice.)
4. **Launch Test Manager.** Open an existing class or create a new one by manually typing names or importing. (See the pdf on importing class names if needed.) The ID number used for the students is the most important identifier. Students may be given a password or not.
5. **Set the path to the LAN in Test Manager** by pulling down to Edit > Preferences. Select the Assignments tab. Set same as in step 1 above and save as default.
6. **Click New Assignment** in Test Manager. Select the test previously published in step 3. Set the various options for students. Once set, students can log on to the server using the Player program (see next page) enter their ID number and either their password or the test password, and take the test.
7. **Get student scores from LAN** – In Test Manager click the  icon to pull in scores.
8. **Run Reports.** Test Manager offers various class and student reports similar to Edusoft (item analysis, progress by standard, etc.) See the pdf posted to Tech-Help for details.

See next page to set up ExamView Player for students

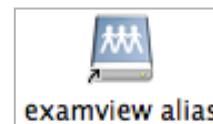
ExamView via a school network share (Mac)

Setup for student computers

Only the small player program needs to be installed on student computers.

Install ExamView Player. Log on to the computer as an administrator and install the Player either from the CD, the e-instruction web site, or from the links on the Tech-Help page. Select "Applications" as the location for the install.

Log on to the server as in initial step from page 1. Also as above, make an alias of the server and drag it to the ExamView Player folder in Applications.

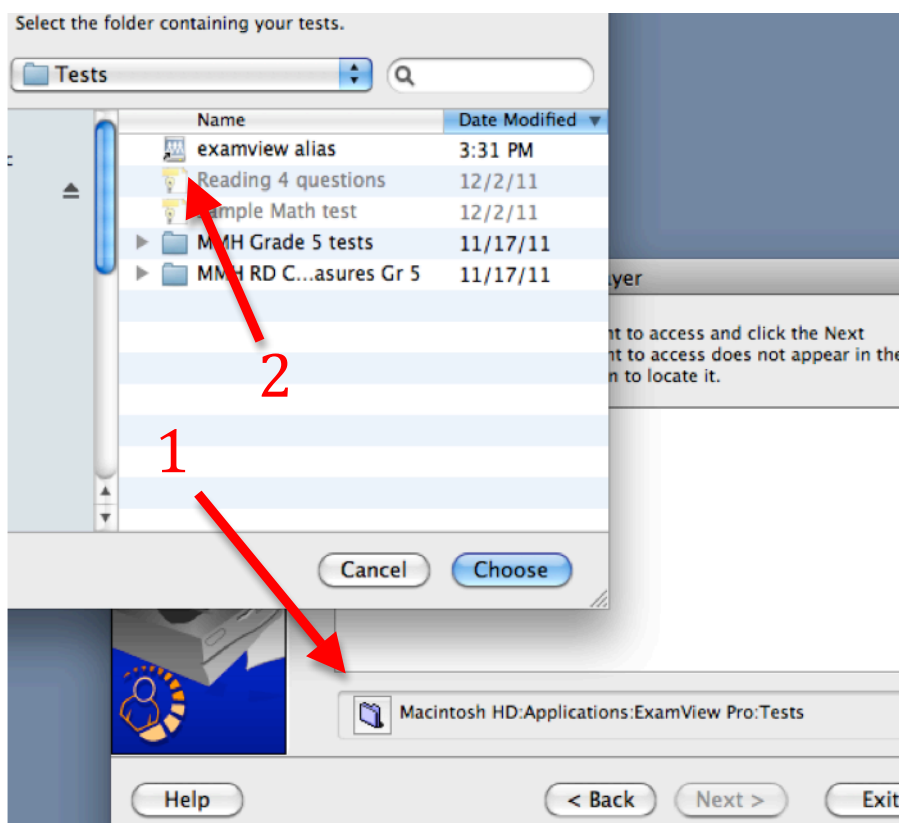


Log on to the computer as a student. If desired, put a shortcut (alias) to the Player Program on the student desktop or dock. Double click the ExamView alias that's in the ExamView Player folder. Log on to the server if necessary.

Launch the Player. After the student enters the username and password, the program will show a blank window because it does not automatically look on the server. The steps below direct the Player to the server.

Click the folder icon (1) to browse the hard drive.

In the Window that pops up click ONCE on the examview alias icon (2) and select Choose. *(Do not try to select the tests in the pop-up window before clicking choose. Just select the alias and Choose.)*



The Player window should now display tests. Note that it will only display those that have been assigned to students with the ID number that was entered earlier or tests that were coded for "anyone" to take.

Note - Depending on your computer operating system or version of ExamView Player it may be necessary to log on to the ExamView server BEFORE students can launch the player program.